

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
BIWEEKLY INDOOR AIR QUALITY FORUM

Minutes	July 30, 2007	1400-1530	2505 MIB
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MEETING CALLED BY: Gay Bindocci, MPO Sustainability Coordinator

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Don Swain

NOTE TAKER: Gay Bindocci

TIMEKEEPER: Gay Bindocci

ATTENDEES:

Don Swain, Acting Modernization Program Manager
Kirby Hunolt, Assistant Director, NBC Administrative Operations
Gay Bindocci, Sustainability Coordinator
Greg Rabida, Solicitors Office
Wendy Dorman, Solicitors Office
Kristina Clark, Solicitors Office
Alan Palisoul, Solicitors Office
Robert Pizzano, Jacobs Engineering/GSA
Ed Keable, Solicitors Office
Jan Elmore, Solicitors Office
Jane Lyder, Office of the Secretary
Melonay Glass, Office of Inspector General
Gary Peacock, National Business Center
Paul Hoffman, Deputy Assistant Secretary, Office Policy Management and Budget

90 Minutes	Modernization	Don Swain
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Discussion:

- Mr. Swain announced that a solution to the problem of achieving negative air pressure in the construction zone with the exception of the mechanical floor, which due to the nature of the building required additional investigation, would be achieved by August 6, 2007. By building a limited pillow or buffer zone in construction areas that are adjacent to occupied space, two tests of mock-ups achieved full negative air pressure. Jacobs will be paying for and installing pressure gages as well as monitoring them regularly.
- Mr. Swain announced that this wee that the office would publish percentage of compliance with a custom-made and agreed-upon SMACNA checklist for construction practices. Anything above 90% will be labeled “green” and considered acceptable. Anything between 80% and 89% will be labeled “yellow” and warrant corrective action. Anything below 80% will be marked “red” and call for immediate action and discussion with senior leaders.

- Mr. Swain announced that a newly hired GSA IH contractor will be testing for VOC's every day and posting the results each week on the web.
- A report on asbestos testing in the cork mastic lining has yet to be delivered to interested parties. The test was negative, but the results still needed to be delivered.
- MPO will provide a paper copy of the MSDS to assist employees in gaining information about products in use. Further investigation is under way on electronic versions.
- In the garage, the trash has been removed, but attendees were interested to see a policy regarding the plan for scheduled removal of trash, and what trash could be stored there (if at all) and under what circumstances. The MPO reported that trash would no longer be staged in the garage but rather moved out through the garage to dumpsters outside.
- Jacobs continued the discussion on achieving negative air pressure on the M-Floor. They said they would invite more assistance from their office to investigate possible solutions, but the Building Manager's office agreed that the floor has too many penetrations for negative air pressure to be achieved. In the meantime, the measure that has been taken is for doors to be sealed. Procedures have also been set to minimize and concentrate VOC and dust-creating activities on the M-Floor given the numerous possible pathways irritants might take into occupied space.
- Mr. Swain confirmed that the FOH doctor was on retainer and available to occupants.
- An attendee reported that a fan was blowing from the basement into the garage and wished to know what the fan was doing there and why. Mr. Pizzano promised to investigate and report back.
- Occupants expressed concern about not being able to report issues to the nurse, as she was not in the office 8 hrs a day.
- Occupant requested information regarding an electrical fire in the stairwell. And a discussion regarding the transformer that mal functioned, followed.

Action Items	Person Responsible	Due Date
Continue to monitor noise, odor, and irritant complaints and promptly respond to concerned employees.	Don Swain	Ongoing
FOH Doctor availability for retention	Don Swain	On-going
Investigate hours of health unit.	Don Swain	On-going
Investigate garage exhaust fan	Bob Pizzano	8/13/07
Follow-up and report on status of new barriers to facilitate negative-air pressure	Don Swain	8/13/07